

Sick Leave

December 1, 2006

Q. At what rate do I accrue sick leave?

A. Employees accrue 4 hours of sick leave each pay period, which totals 104 hours (13 days) per year. The accrual rate does not change with years of service like annual leave does.

Q. When can I start using sick leave?

A. Employees may begin using accrued sick leave after being employed for two full pay periods (4 weeks).

Q. Can I use sick leave for reasons other than my own illness?

A. Yes. You may use sick leave if your absence is due to illness, injury or temporary disability of a spouse or dependents living in your home. You may also use it for any FMLA qualifying reason.

Q. What is the maximum amount of sick leave I can carry over into a following year?

A. There is no maximum limit. You may carry over any amount of sick leave you accrue throughout your employment with the State.

Q. Will my sick leave hours be paid out when I leave my employment with the State of Utah?

A. Employees leaving their employment from the State will not receive compensation for accrued unused sick leave unless they are retiring. For those retiring from state government, unused sick leave may provide significant benefits. See the Frequently Asked Questions on Retirement or refer to DHRM Rules R477-7(6) for information on sick leave as it relates to retirement.

Q. If I am on FMLA, can I choose not to be paid rather than use my sick leave?

A. No. If you are on FMLA due to illness, injury or disability for yourself or for your spouse or dependents living in your home, you must use all annual, sick, converted sick, and excess leave balances available to you before you can go on leave without pay.

Q. Do I have to notify anyone when I need to use sick leave?

A. Yes. Employees are expected to telephone his/her supervisor at the beginning of the scheduled workday they are absent because of illness or injury.